

NCBC OMBUDSMAN ASSEMBLY CHAIRPERSON DESCRIPTION OF DUTIES

1. Responsibilities:

- a. Practice and enforce application of the Ombudsman Code of Ethics during all assembly meetings and activities.
- b. Preside over all meetings of the Ombudsman Assembly.
- c. Call special meetings as required.
- d. Provide information and support to the area ombudsmen.
- e. Team with the Fleet and Family Support Center Ombudsman Coordinator to plan and schedule monthly training to meet member needs. Make sure that prospective speakers/trainers have the necessary education and experience to meet training requirements. This includes a clear understanding of OPNAVINST 1750.IE policy regarding the topic.
- f. Prepare and distribute an agenda for all meetings.
- g. Serve as a member of all standing committees and special committees deemed necessary by [issuing command].
- h. Review all assembly correspondence prior to distribution and maintain copies on file.
- i. Ensure the assembly is represented at meetings pertaining to Quality of Life issues that directly affect family members, per approval of the commander.
- j. Coordinate with the Fleet and Family Support Center to perform orientation of all newly appointed ombudsmen.
- k. Receive and compile program activity metrics from the local Ombudsmen and forward a consolidated report quarterly to Commander, Navy Installations Program Manager via the Fleet and Family Support Program Regional Director.
 1. Follow the specific requirements/guidelines of reference (a) and this instruction.

2. Chairperson qualifications:

- a. Current or former ombudsman possessing a working knowledge of the military chain of command and lifestyle.
- b. Good judgment, sound leadership skills, and demonstrated ability to communicate effectively, both orally and in writing.